



**TELEVISION SPECIALIST  
EXAM CODE: 6EQ17**

Department(s):	Board of Equalization
Bulletin Release Date:	October 3, 2016
Final Filing Date:	October 24, 2016
Exam Type:	Departmental Open
Salary:	\$4600.00 to \$5758.00
Location(s):	SPOT Exam – Sacramento

**TRAINING AND EXPERIENCE QUESTIONNAIRE MUST BE SUBMITTED WITH THE APPLICATION. As indicated under examination information, applications received without the Training and Experience Questionnaire will be eliminated from the examination process.**

## **FILING INSTRUCTIONS**

Final Filing Date: **October 24, 2016**

Click the following link for the Training and Experience Questionnaire:

**Training and Experience Questionnaire**  
<http://www.boe.ca.gov/exams/pdf/TelevisionSpecialistQuestionnaire.pdf>

*To be considered for this examination, you must use the current application (STD. 678) with a revision date of 10/2013. Applications are available at [jobs.ca.gov](http://jobs.ca.gov)*

**State Applications -- Form STD. 678 (REV 10/2013) -- may be mailed to:**

**EXAMINATION & RECRUITMENT SECTION  
BOARD OF EQUALIZATION  
450 N STREET, MIC: 17  
SACRAMENTO, CA 95814**

**Applications received cannot be returned pursuant to California Code of Regulations 174.**

Applications submitted by mail must be **POSTMARKED** to indicate the "Date of Processing," or personally delivered no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

**You are advised not to send your application via interoffice or interagency mail as a date sent cannot be determined.**

Candidates are responsible for a timely submission of their application (and any other required documentation) and are encouraged to contact the Examination & Recruitment Section at [BOEexams@boe.ca.gov](mailto:BOEexams@boe.ca.gov) to verify receipt of their application before the final filing date.

All applications must include: the Exam Code and Classification Title(s); "to" and "from" dates (month/day/year); time base and hours worked; civil service class title (not working title); and complete description of duties performed. **Any applications received without candidate signature or complete information will be rejected.**

If you are applying for a series examination, only a **single application** is needed.

## EXAMINATION INFORMATION

This examination will consist of a Training & Experience Questionnaire evaluation weighted 100%. In order to obtain placement on the eligible list, a minimum rating of 70% must be attained. **Applications received without the Training & Experience Questionnaire or with an incomplete Questionnaire will be eliminated from the examination process.**

**NOTE:** Resumes, letters and other materials WILL NOT be evaluated or considered as responses to the Training & Experience Questionnaire.

## ELIGIBLE LIST INFORMATION

A 12 month eligible list will be established for the Board of Equalization for: **Sacramento only**. Eligibility of all candidates may be extended after 12 months but will be abolished upon the completion of a new examination administration.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by the final filing date.

## MINIMUM QUALIFICATIONS

The following minimum qualification patterns come directly from the official classification specification, found at <http://jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

### **Either I**

One year of experience in the California state service performing the duties of a Motion Picture Assistant or Television Assistant.

### **Or II**

Four years of broad technical experience in the production of television programming, including experience in television production, professional sound recording, and editing. (College level work in television, communications, or a related curriculum, may be substituted for up to two years of the required experience on a year-for-year basis.)

**NOTE REGARDING EDUCATION:** If qualifying under a minimum qualifications pattern requiring education, applicants **MUST ATTACH** a copy of either their official OR unofficial college transcript(s) as proof of obtaining the required degree and/or completion of the required course work indicated. Applicants who do not submit a copy of their transcripts with their application will be eliminated from the examination. Transcripts must indicate applicant name, the name of the institution, and detailed information regarding any required coursework, including: course title; semester/quarter credits earned; name of institution; and completion dates. If a degree is required, transcripts submitted as proof must also show the date the degree was awarded/conferred. Applicants must provide official transcripts by time of hire before being considered eligible for appointment.

Applicants with foreign transcripts must provide a foreign transcript evaluation that indicates the number of units that his/her foreign course work is equivalent to. The BOE accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teachers Credentialing; approved agencies may be found on the Commission's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

## POSITION DESCRIPTION

Under direction, to plan, organize, direct and perform technical and professional work in connection with the writing and production of television and video tape-recorded programs; and to do other related work.

## KNOWLEDGE AND ABILITIES

**Knowledge of:** Techniques of television production; sound recording; television photography; audio-visual principles and techniques; script writing; television staging and lighting; editing methods and equipment; basic electronic theory; television communication theory.

**Ability to:** Assume leadership and provide creativity in the planning, writing and directing of television production; act independently in converting ideas and concepts into an effective combination of audio and visual impression on the screen; develop innovative solutions to complex audio and visual communication problems; analyze situations accurately and take effective action; work effectively with people and situations requiring initiative, tact, and judgment; speak effectively; read and write English at the level required for successful job performance.

## DISTINGUISHING CHARACTERISTICS

Artistic and creative ability; willingness to travel throughout the State; and normal hearing.

## ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a high school diploma or GED equivalent.

## CONTACT INFORMATION

If you have questions concerning this examination, or if you need reasonable accommodations, please contact the California State Board of Equalization, Examination and Recruitment Section by email at [BOEexams@boe.ca.gov](mailto:BOEexams@boe.ca.gov).

## GENERAL INFORMATION

**EEO:** The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Drug Free Statement:** It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**Reasonable Accommodations:** Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

**Notices:** For any examination, it is the candidate's responsibility to contact the Examination and Recruitment Section three weeks after the final filing date if notification has not been received.

**Competitive Examination:** Possession of the entrance requirement(s) does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Revision of Plan:** The Board of Equalization reserve the right to revise the examination plan to better meet the needs of the department should any circumstances change during this examination administration. Such revision will be in accordance with civil service laws and rules.

**College Education:** The qualifications meeting the requirement “Equivalent to graduation from college” means satisfaction of the requirements for the bachelor’s degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor’s degree or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**Veterans’ Preference:** Veteran’s preference credits will be awarded for all open competitive examinations, pursuant to government code section 18973.1 and 18973.5, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran’s preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans’ Preference on their website at [jobs.ca.gov](http://jobs.ca.gov) and on the Application for Veterans’ Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>

**Deaf or Hard of Hearing:** TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the California Relay Service: From TDD: (800) 735-2929; From Voice (800) 735-2922; From TTY: 711 (NATIONAL RELAY SERVICE)